



**CITY OF MYRTLE BEACH  
ZONING BOARD OF APPEALS  
APPLICATION INFORMATION**

- Board meets the second Thursday of each month.
- Hearings are held in the large conference room located in the City Service Building at 921 Oak Street
- Hearings begin at 1:30 p.m.
- Hearing agenda sets the order in which cases will be heard. The agenda is prepared in the order in which the Administrative Secretary for Construction Services received the applications.
- The deadline for receipt of an application is 12:00 p.m., fourteen (14) workdays prior to the hearing. This normally is twenty (20) calendar days prior to the hearing date.
- A non-refundable \$100.00 filing fee must accompany applications.
- Incomplete applications cannot be accepted.
- **To assist the Board in its decision, additional information may be provided, such as:**
  - 1.) **Photographs**
  - 2.) **Detailed plans or drawings (accurate measurements)**
  - 3.) **Letters of support from surrounding neighbors**
  - 4.) **Etc.**

An application consists of two parts, a general information form (Form 1) and the specific type of request form (appeal of a decision of the Zoning Administrator (Form 2), a variance application (Form 3), or a special exception application (Form 4)). It is important to carefully complete all the required information on each form.

The Zoning Administrator is available to answer any questions you may have regarding the filing of an appeal. However, the Administrator cannot fill the form out for the applicant nor can he/she furnish specific instructions on how to answer any of the questions. **For example, the responses to the four questions required in order for a variance to be granted must be prepared by the applicant.**